



State of Alabama Electrical Contractor Board Examinations

NOTICE:
All exams after
November 1, 2008 will
use the
NFPA 70, 2008 edition.

Candidate Information Bulletin

The Alabama Board of Electrical Contractors has contracted with Prov, Inc. to develop, and administer their licensing examination program for state licensed electrical contractors and journeyman electricians. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your Electrical Contractors and Journeyman Electricians licenses.

General Testing Information

If you are unsure which exam is needed for the license you are seeking, resolve this question **before** you schedule. If you have questions regarding which exam(s) you need to take, call the Board office at (334) 269-9990.

Apply & Scheduling Process

Applying and Scheduling for your examination is a two step process. You must first apply to take the exam, which means you contact the Alabama Board of Electrical Contractors. You will need to complete a license application and pay the appropriate fee to the Board office. Once you have been approved for testing, the Board will notify you that you are eligible to contact Prov to schedule your examination. You will be eligible to take the exam within 90 days of the approval date. (Failing candidates must re-apply each time they test,)

Once you have been approved by the Board, you may **schedule** your exam with Prov. Scheduling means you select the date and location where you wish to test.

How to Schedule

Prov offers several convenient methods to allow you to schedule your examination(s). You may use any of these methods to register and then schedule your testing appointment.

The registration/scheduling methods available are:

- Online
- Over the phone
- By fax
- By mail

All four (4) methods will allow you to schedule examinations, and there are no extra fees charged for use of any of these methods.

The following table shows your options for selecting a testing method.

Scheduling Method	Time to Schedule
Online	When Available: Available 24 x 7 Benefits: Schedule any time of day Self-registration Immediate confirmation of testing date/time
Telephone	When Available: 7:30 a.m. CT to 5:00 p.m. CT Monday through Friday. Benefits: Immediate confirmation of testing date/time Useful for those inexperienced with online registration but wish

Scheduling Method	Time to Schedule
	for real-time confirmation of testing event.
Fax	When Available: Fax at any time, however they will be processed Monday through Friday 7:30 a.m. CT through 5:00 p.m. CT. Benefit: Same-day scheduling. Confirmation by email (same-day). Confirmation by mail 5-7 days.
Mail	When Available: Mail at any time, however forms will be processed Monday through Friday 7:30 a.m. CT through 5:00 p.m. CT. Benefits: Processed the day the application is received. Confirmed by email (same-day). Confirmation letter returned by mail 5-7 days.

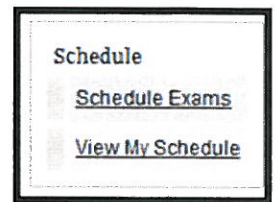
Online Scheduling

To schedule online for a testing date and location, log into Prov's scheduling website found at www.2prove.com.

Enter select the Candidate Login button on the home page. Then, when prompted, enter your Social Security Number and password which is the first three letters of your last name and the last four numbers of your social security number.

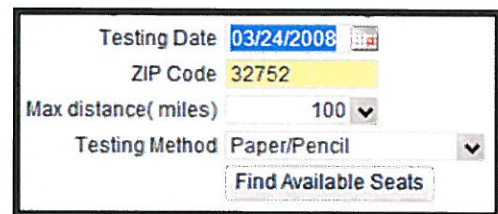
Example: An individual named John Tucker, with a social security number of 123-45-6789 would enter the following as a password: tuc6789

Once logged in, press the **Schedule Exams** link found on the right hand side of the candidate home page.



Once you are at the Schedule Test page, you will be asked to provide some basic information that will permit the system to find a testing center that is conveniently located close to your current location.

Enter the Testing Date when you'd like to take your test, your ZIP Code, the Maximum (max) distance you wish to travel, the Testing Method you'd like to use in taking your test. When you have entered in the appropriate information, press **FIND AVAILABLE SEATS**.



Arkiv will search for testing seats and locations based upon the information you provide. It will return all testing dates within 21 days of your desired testing date. These dates will be listed first by how close they are to your ZIP code, and next by the earliest date available.

(distance miles)	Location	Date	Starttime	Available Seats	CBT Available
3	Charleston, WV	04/01/2008	08:30	17	<input checked="" type="checkbox"/>
3	Charleston, WV	04/01/2008	12:30	21	<input checked="" type="checkbox"/>
3	Charleston, WV	04/02/2008	08:30	21	<input checked="" type="checkbox"/>
3	Charleston, WV	04/02/2008	12:30	22	<input checked="" type="checkbox"/>
3	Charleston, WV	04/03/2008	08:30	21	<input checked="" type="checkbox"/>
3	Charleston, WV	04/03/2008	12:30	22	<input checked="" type="checkbox"/>
3	Charleston, WV	04/04/2008	08:30	22	<input checked="" type="checkbox"/>
3	Charleston, WV	04/04/2008	12:30	22	<input checked="" type="checkbox"/>
3	Charleston, WV	04/07/2008	08:30	22	<input checked="" type="checkbox"/>
3	Charleston, WV	04/07/2008	12:30	22	<input checked="" type="checkbox"/>

You select a testing date by using your mouse to click on the row that represents the location, date and testing start time.



Alabama Electrical Contractor's Licensing Board

Once you have selected the testing date and location, you can press the **SELECT SEAT** Button. This will reserve the testing seat for you. Once you have selected your seat you will be able to print out a schedule confirmation notice that will contain the address of the testing facility where your exam is to be given.

If you make a mistake, you can unschedule an exam by selecting the View My Schedule link from the candidate home page, then request to cancel the selected test.

If you need to reschedule, return to the View My Schedule link, select the test, and press the Cancel Test Session button. You will then be able to return and reschedule your test at a later time. **NOTICE:** If you are rescheduling a test, you must cancel your existing appointment at least 3 business days prior to your scheduled testing session or you will forfeit the exam fee and will be required to resubmit a new exam fee to the Board.

If you have any problems with online scheduling, give us a call at (866) 720-7768.

Scheduling by Phone

To schedule for your examination, contact Prov toll-free at **866-720-7768**. When prompted by the **automated attendant** press **#2** to be transferred directly to Customer Service staff that will handle your scheduling request. Prov scheduling staff are available 7:30 a.m. ET through 5:00 p.m. ET, Monday through Friday.

Be prepared to provide the Prov scheduling staff with your **name**, **Candidate ID** (your Social Security Number), and your **ZIP code**. Once Prov confirms your identity, Prov staff will request that you set up a password as well as an email address so that Prov can get in touch with you with any necessary changes.

Provide Prov staff with your preferred testing location. Prov staff will search the database for the next available testing session and will provide you with any alternate locations that may be in close proximity to your address.

Once you are scheduled, Prov staff will email you information regarding your testing schedule.

If you need to change your testing schedule or cancel your testing appointment, please contact Prov at least 3 business days prior to your scheduled date. Changes will be made at no cost.

To schedule by Fax or Mail

In order to schedule by fax or mail, complete the registration form at the end of this document and either fax it to our toll-free fax number **877-228-3926** or mail it to Prov at the following address:

Prov
3600 NW 43rd Street, Suite D-1
Gainesville, Florida 32606

Where Tests are Given

Prov has established five (5) testing centers within the state where you can take your examinations. The following is a general schedule for the testing locations in Alabama.

Location	Testing Day
Huntsville	Tuesday 9:00 AM
Birmingham	Thursday 9:00 AM
Montgomery	Tuesday/Thursday 10:00 AM
Mobile	Wednesday 9:00 AM



Alabama Electrical Contractor's Licensing Board

Location	Testing Day
Dothan	Monday – Saturday 9:00 AM

Check-in at the Testing Center

The doors to each testing center will open at least 30 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins.

If you are late in arriving, **AND** the testing session has already begun, **YOU WILL BE TURNED AWAY** and will forfeit your exam fees. You will need to contact the board once again and repay your examination fee and then once again schedule for a future testing date.

When you arrive at the testing center you will be required to show photo-bearing identification. The photo-bearing ID must be government issued and must be current and valid. Forms of valid photo-bearing ID include the following:

- Driver's License
- Passport
- Military ID

If you do not have a valid form of ID you will be turned away from the testing center, and you will **FORFEIT** your testing fee. Please make sure you bring your ID with you when arriving at the testing center.

When you check into the center, you will be required to **sign a test center log**. Refusal to participate will result in your dismissal from the testing center and forfeiture of all testing fees for that testing session

Prohibited Materials

No cameras, recorders, cell phones or pagers are allowed in the testing room. No one other than the

candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while you test.

Candidates will not be permitted to use unauthorized reference or study materials (see section on Study Reference Materials).

Talking and smoking are not allowed in the testing room.

Taking the Examination

Most examinations offered through this program are administered by computer. Prov's test delivery system permits the use of either the keyboard or mouse during testing. Prior to testing the test center administrator will describe how the system may be used to take the test. The system is easy to use and has already been used by tens of thousands of construction workers working all across the country.

Making Exam-Related Comments

If during your exam, you encounter a question you think is incorrect or is missing information, you are encouraged to submit a exam comment to Prov detailing why you feel the question is in error.

Prov will review comments and will post summary findings online for those that wish to check the final status of comments submitted. Prov will not provide detailed answers to questions, but will indicate if the status of the question has changed as a result of the comment.

Results Reporting

Prov's scoring system will grade your exam immediately upon completion of your test and will automatically forward the results to the state board. The Board will mail you your score. You must achieve a 75% score in order to pass the exams.

Testing Policies

Only approved **References** are allowed in the testing room. No handwritten notes are allowed in the reference books. You may highlight and use permanent tabbing before coming to the exam site. Post-it notes are not allowed. You are not allowed to share your reference material with other candidates.

You may bring a silent, nonprogrammable calculator. The calculator cannot contain paper nor have tape-printing capabilities or alphabetic keypad.

Any individual caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported directly to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

Special Accommodations

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If you feel that you qualify for a special accommodation during testing, please contact Prov at **(866) 720-7768**. **When prompted by the automated attendant press #2** to be transferred directly to Prov staff that will handle your request. Prov will require written documentation from a licensed physician documenting the disability and will further require a request describing the requested accommodation. Prov will then work directly with you to make the necessary arrangements you will need in order to complete your examination.

Reviews

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed. Prov encourages those taking reviews to comment upon questions they feel were unfairly graded or which they feel may be incorrect. All comments from reviews will be analyzed by Prov staff with summary results posted on the Internet for candidate and board access.

You may request a review of your exam after failing an exam category two (2) times. To be eligible for a review, you must score within 10% of the required 75% passing score. The review for all tests is 1-1/2 hours in length. During the review you will be provided your examination booklet and a printout of the questions you missed and the answers you chose in response to those questions. The review will be conducted under the same testing conditions as your exam using the same test security rules.

The cost of the review is \$81 for each test reviewed. You will request or schedule a review using the same methods described earlier for Test Registration or Scheduling.

Preparing for Your Exams

The examination you will take is designed to test what qualified electricians (or electrical contractors) should know as they begin operations in the construction field. The test questions used on your examination have been prepared by electricians like yourself and cover the wide range of topics you would normally encounter as a contractor in your particular field.

If you have worked in the electrical industry for some period of time in a variety of different settings you likely have experienced much of what will be found on your examination. On the other hand, if your experience is limited (not only in years but in the variety of work performed) then it is likely you may want to spend time increasing



Alabama Electrical Contractor's Licensing Board

your knowledge by studying areas in which you are less familiar. For all candidates, the reality is that you forget those things you don't use and over time your knowledge in some areas may have decreased.

In preparation for your examinations we recommend that you at least pick up your own copies of code books related to your exams which may be useful to you after your testing is complete. Prov has also prepared lists of study materials that may be of use to you in preparing for your examinations. On the reference lists provided you will find locations where you can acquire these study materials.

Prov, Inc.	866.720.7768
Professional Booksellers	800.572.8878
Builder's Book Depot	800.284.3434
AAA Contractors Bookstore	800.952.0910

Study Reference Material Rules

All examinations are presented in an OPEN BOOK format. Candidates are permitted to bring into the testing center authorized reference materials. These materials will be checked by the Prov test administrator prior to your being permitted access to the testing room. Prov asks that you leave all unauthorized materials in your vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the Board will be notified of your actions.

General Rules:

The following materials are **NOT** permitted to be used during the testing process:

- 1) Photo copied reference materials
- 2) Test preparation study guides
- 3) References containing notes, whether written in or loose

While testing, candidates must NOT:

- 4) Share reference materials during testing

- 5) Mark or write any kind of information in your reference materials during testing

Reference Materials from Prov

Prov also offers a practice examination in the following category:

Electrical Contractor

Practice examinations cost \$20 each and may be ordered from www.provbookstore.com.

Exam Descriptions

Electrical Contractor

"Electrical Contractor" means a person who engages in the business of contracting to install, erect, repair or alter electrical equipment for the generation, transmission or utilization of electrical energy and work incidental to the undertaking.

Number of Questions	110
Time allowed (hours)	5

Subject Area	# Quest.
General Electrical Knowledge	10
Service, Feeders, and Branch Circuits	10
Grounding and Bonding	9
Conductors and Cables	10
Raceways and Boxes	8
Special Occupancies and Equipment	4
Electrical Power	3
Motors	6
Low Voltage	2
Lighting	3
Illuminated Signs	2
Fire Detection and Alarm Systems	2
Safety Information	5
Overcurrent Protection	6
Business Organization	1
Risk Management	2
Project Management	2
Estimating	4
Safety and Environmental	2
Labor Laws	3



Alabama Electrical Contractor's Licensing Board

Tax Laws	4
Financial Management	4
Contracts	3
Lien Law	1
Licensing Law	4

References

NFPA 70, National Electrical Code, 2008 Edition,
National Fire Protection Association, 1 Batterymarch
Park, PO Box 9101, Quincy, MA 02269-9101,
www.nfpa.com

American Electricians Handbook, 2002, 14th edition,
Croft/Summers, McGraw-Hill Publishing, Inc., Box
543, Blacklick, OH 43004

Contractors Guide to Business, Law and Management,
2007, Basic Edition. NASCLA Publications, Inc.
23309 N. 17th Drive, Building 1, Unit 110
Phoenix, Arizona 85027

Alabama Electrical Contractors Supplement to the
Contractors Guide. Prov, Inc., 10234 South 2460
East, Sandy, Utah 84092. www.provbookstore.com

References

NFPA 70, National Electrical Code, 2008 Edition,
National Fire Protection Association, 1 Batterymarch
Park, PO Box 9101, Quincy, MA 02269-9101,
www.nfpa.com

American Electricians Handbook, 2002, 14th edition,
Croft/Summers, McGraw-Hill Publishing, Inc., Box
543, Blacklick, OH 43004

Electrical Journeyman

Those qualified to perform work in the electrical trades while
employed or supervised by an Electrical Contractor.

Number of Questions	80
Time allowed (hours)	4

Subject Area	# Quest.
General Electrical Knowledge	10
Service, Feeders, and Branch Circuits	9
Grounding and Bonding	8
Conductors and Cables	10
Raceways and Boxes	10
Special Occupancies and Equipment	6
Electrical Power	2
Motors	6
Low Voltage	2
Lighting	3
Illuminated Signs	2
Fire Detection and Alarm Systems	2
Safety Information	5
Overcurrent Protection	5



Optional Services Order Form

STEP 1: Enter your Shipping Information

Name: First _____ Last _____

Street Address (no P.O. Boxes) _____

City _____ State _____ ZIP _____

(_____)
Telephone _____ Company _____

Email Address _____
(to notify you by email of shipping confirmation)

Step 2: Select the Optional Services and Quantities you wish to Purchase.

Service	Qty Needed	Unit Cost (tax included)	Total Cost
Test Review		\$81.00	=
Alabama Electrical Contractor's Supplement to the Contractors Guide (\$6 if ordered with the Contractors Guide)		\$10.00	=
Practice Examination (Contractor only)		\$20.00	=
Sub-total	Add up total costs column		=
Shipping Costs	Add charges from list below		=
Total Order Amount (add sub-total and shipping costs)			=

Shipping Rates

Service	1 Item	2 Items
UPS Ground (6-7 days)	\$ 9.00	\$11.50
UPS 3-day	\$17.00	\$20.00
UPS 2-day	\$21.00	\$26.00
Please allow one day for order processing		

Step 3: Payment

Follow the instructions below to pay by credit card or check.

Paying By Credit Card AMEX, VISA, MasterCard or Discover	Paying by Check (Cashiers, Money Order, Certified)
Name on Card:	Candidates paying by check MUST mail their order form to Prov using the address listed below.
Telephone #:	
Card #:	
Expiration Date: (_ _ / _ _)	
Signature:	

Step 4: Send to Prov

Mail or Fax this form to Prov using the information below:
3600 NW 43rd Street, D-1, Gainesville, FL 32606
FAX (877) 228-3926 (toll-free)

59647



Prov, Inc.
3600 NW 43rd Street, D-1
Gainesville, FL 32606

Place
Postage
Here

Mail to:



Review Scheduling Form

Note: This form is ONLY required if you are planning on scheduling your review by fax or mail. When you have completed the form, please send it to the address listed on the backside of this form. You can schedule your review online by going to **www.2prove.com** or by calling toll-free (866) 720-7768 ext. 2.

STEP 1: Enter your Name and Address

Name: First	Last	Social Security #
Street Address		
City	State	ZIP
()		
Telephone		
Email Address (to notify you by email of review information)		

Step 2: This form is being used to: ☐ Schedule a Review (see rules)

Step 3: Select the Examination(s) for which this scheduling applies:

✓	Exam Category
	Electrical Contractor

✓	Exam Category
	Electrical Journeyman

STEP 4: Select Date and Location of Review

Please select when and where you would like to review.

Check only one (✓)

Huntsville	Birmingham	Montgomery	Mobile	Dothan
Tuesday 9:00 a.m.	Thursday 9:00 a.m.	Tuesday/Thursday 10:00 a.m.	Wednesday 9:00 a.m.	Monday – Saturday 9:00 a.m.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 5: Payment (FOR REVIEWS ONLY).

Enter the fee and credit card information to pay for your review. See rules on reverse side.

Review Fees		
Enter the # of exams from above and multiply by the fee		
QTY	Cost	Total
1	Review (\$81)	\$81.00
Fee Total		

Paying By Credit Card AMEX, VISA, MasterCard or Discover	Paying by Check (Cashiers, Money Order, Certified)
Name on Card:	Candidates paying by check MUST mail their application to Prov using the address listed on the reverse side of this form.
Telephone #:	
Card #:	
Expiration Date:	
Signature:	

Mail or Fax to Prov. Details on reverse side.

14475

Mail or Fax the Review Scheduling form on the opposite side of this page using the information below:

NOTICE: Scheduling requests must be **received** by Prov no later than 3-days prior to the date requested. Late arriving requests will be scheduled at the next available testing date at the same location.

When scheduling a review, you may pay by credit card by completing the information on the other side of this form. If paying by Money Order, Cashier's Check, Certified Check, please mail your payment in the amount of \$81 to:

Prov
3600 NW 43rd Street, D-1
Gainesville, FL 32606

Toll-free fax
(877) 228-3926 Fax

Other Questions

If you have other questions, please call us toll free at
(866) 720-7768 Ext. 2

Review Eligibility Rules

Only candidates meeting the following eligibility rules may schedule a review. Candidates can only schedule a review AFTER they have failed the same test twice. Candidates may only review a test taken within the last 60 days. To be eligible for a review, candidates must have been scored within 10% points of a passing score.